



Human Resources Division  
155 South Seward Street ~ Room 106  
Juneau, Alaska ~ 99801  
(907) 586-5250

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### Typing Test Qualifications

Some CBJ positions require a typing test as part of the minimum qualifications.

1. The test must have been taken within the last 12 months.
2. The test must have been administered from a recognized proctor.
3. What is a recognized proctor? Most employment agencies in your town should either offer typing tests or know where to send you for one. If your town does not have an employment agency, contact a local college, university or your own HR department for more information.
4. Internet based typing tests are not accepted and will disqualify an applicant from further consideration.
5. Typing Tests can be obtained in Juneau at:

Juneau Job Center (465-4562) - 10002 Glacier Highway, Juneau, Alaska  
Juneau Adult Education Center (586-5718) - 210 Ferry Way, Juneau, Alaska